

25X1

SECRET

D/L
DD/L
EO
PE

DA 88 - 2437
18 November 1988

cy to Div/
STH
Group

MEMORANDUM FOR: Director of Central Intelligence

FROM: R. M. Huffstutler
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 18 November 1988

25X1

2. Thirty Agency contractor security officers attended the OS fall 1988 Industrial Security Officer Seminar. Agency and private sector speakers addressed a variety of security issues including computer security and technology transfer.

3. Effective 14 November 1988, the Office of Finance has been renamed the Office of Financial Management and realigned into six operations groups and two staffs. This new management structure will allow us to accommodate more effectively increasing demands for financial guidance and support.

4. The Office of Personnel reports that as of 10 November Agency Combined Federal Campaign contributions totaled \$208,341 or 38.9 percent of our 1988 goal of \$504,000. We have also received donations of \$35,810 for the Agency's Educational Aid Fund program and \$19,657.50 for the Public Service Aid Society.

5. Three Office of Medical Services officers presented a first-aid familiarization, overseas living, and stress management class to a group of Agency officers

25X1

ALL PORTIONS SECRET

25X1

SECRET

S E C R E T

25X1

7. An OTE instructor, working with the Office of Security, has arranged to offer about 25 seminars on computer security issues. The seminars will be for both non-technical and technical computer users, managers, and executives.

8. The Office of Information Technology (OIT) successfully moved the Support for the Analysts' File Environment (SAFE) Unclassified Systems from the Northside Computer Center to the CIA Computer Center late on 10 November. The SAFE Unclassified Systems were available to customers at 1300 hours the following day.

25X1

R. M. Huffstutler

S E C R E T

S E C R E T

25X1

ORIG: DDA/MS [redacted] pf:18 November 88 (weeklib)

Distribution:

25X1

- 0 - DCI
- 1 - DDCI
- 1 - EXDIR
- 1 - OCA [redacted]
- 1 - EA. DA OD
- 1 - SSA/DDA
- 1 - DDA/CMS
- 1 - DDA/MS
- 1 - DDA/EEO
- 1 - ISD
- 1 - RPD
- 1 - DDA Subj
- 1 - RMH Hold
- 1 - EA Subj

S E C R E T